Date : October 23 2023

Employee Number : 192482

Employee Name : Christian Carl Quejada Ruffy

Process : Cash Advance/Salary Loan

To : **ExlService Philippines, Inc.**

Re : **AUTHORITY TO DEDUCT**

This is to signify my understanding and acceptance that my employer, ExlService Philippines Inc. may deduct the amount indicated below for the reasons that falls into following categories:

( ) **SSS Salary/ Calamity Loan**

( ) **Pag Ibig MPL/Calamity Loan**

( ) **Pag Ibig Contribution**

( ) **HMO Replacement Card**

( ) **Dental Card Replacement**

( ) **Overpayment of Salary**

(✓) **Cash Advance/ Salary Loan given by the company**

( ) **Statutory or advances given to me by the company (Maternity/ Sickness Check)**

In view of this, I hereby authorize EXL to deduct from my salary an amount of 17381.26 pesos, for the purpose of settling the aforesaid obligation with the company.

Total Obligation	Start Date of Deduction	End Date of Deduction	Number of Installment	Installment Scheme	Amount for every Deduction
17381.26	November 15 2023	November 15 2024	24	**Monthly** ( ) **Payout** (✓)	724.21

Comments:

*****In the event that employment ends for any reasons before the final deduction is made, the entire balance may ( ) or may not ( ) be deducted from my final wages.***

With Conformity,

Christian Carl Quejada Ruffy 23/10/2023

Employee Name/ Signature/ Date:

Received by:

HR/Finance Representative/ Date: